

CLASS TITLE:

**CHIEF LEGAL COUNSEL
STATE EMPLOYEES
WORKERS' COMPENSATION**

Class Code: 02993700

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as the chief legal officer for the State Employees Workers' Compensation program, entailing responsibility for directing the work of professional staff engaged in providing legal advice and services, including pretrial hearings and court proceedings; to participate in the formulation of overall policy and to draft appropriate policy statements, legislation, rules and regulations; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and submitted reports for results obtained and conformance with established policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of a staff of legal, technical and clerical personnel; reviews work in progress and/or upon completion for proficiency and conformance to laws, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as the chief legal officer for the State Employees Workers' Compensation program, entailing responsibility for directing the work of professional staff engaged in providing legal advice and services, including pretrial hearings and court proceedings.

To participate in the formulation of overall policy and to draft appropriate policy statements.

To provide legal assistance to officials as required in the execution of their responsibilities.

To be responsible for the work of a staff engaged in:

Providing legal opinions to agency staff personnel pertinent to the disposition of workers' compensation cases; preparing draft material for proposed amendments to the acts administered by the agency; drafting rules and regulations concerning the provisions of such acts; developing manuals of precedents based upon policy statements for the guidance of all individuals making decisions under such acts; preparing legal guides on specific matters for agency personnel; and developing and planning a legislative program.

To prosecute cases before designated trial and appellate courts dealing with workers; compensation litigation; and to oversee subordinate legal staff in the performance of such functions.

To participate in the formulation and effectuation of overall legal policy; to be responsible for the planning and programming of activities; and to coordinate legal services with overall agency functions.

To represent administrative superiors, as required.

To supervise and conduct adjudication proceedings and various hearings, together with subsequent judicial enforcement actions as necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the Rhode Island General Laws pertaining to State Employees Workers; Compensation; the ability to represent the state's interests at administrative hearings and court proceedings; the ability to interpret the provisions of State Employees Workers' Compensation and to prepare opinions relating thereto for the use in the administration of the functions of the agency; the ability to prepare or direct the preparation of briefs, rulings and miscellaneous legal documents; the ability to draft rules and regulations having the force and effect of law while remaining consistent with the purpose and provisions of the law; the ability to exercise independent judgement in making decisions in unusual cases involving legal matters; the ability to plan, organize, coordinate and direct the work of a staff of workers, including attorneys engaged in handling state employees workers' compensation litigation; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory capacity within a legal services program involving the interpretation of law and application of pertinent laws, rules, regulations, policies and decisions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: November 27, 1994

Editorial Review: March 15, 2003